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**PCMA Gulf States 2018 Board of Directors**

**Candidate Guide & Application Packet**

The chapter representing the Professional Convention Management Association within the Texas, Louisiana and Mississippi region is seeking applications for the 2018 Board of Directors.

We are seeking TWO Directors at Large as well as directors, current or new, to fill the roles of Treasurer, Secretary and Incoming President.

**Applications due September 15, 2017**

To apply, complete the enclosed application form and email to

Dana Freker Doody, Immediate Past President and Nominating Committee Chair

[ddoody@theexpogroup.com](mailto:ddoody@theexpogroup.com)

Why apply for the PCMA Gulf States Chapter Board of Directors? Volunteering provides tremendous opportunities for personal and professional growth, building industry contacts, and developing relationships with colleagues.

* Build new skills and strengthen leadership skills you already have
* Meet new people – both friends and industry contacts
* Make a name for yourself
* Build relationships
* Experience new ideas
* Advance your career and PCMA

**Open Positions**

* President – Elect (1-year term with a 3-year commitment expected)
* Treasurer (1-year term)
* Secretary (1-year term)
* Director at Large (3-year term)

All terms would begin January 1, 2018.

**Application Process**

Board of Directors applications will be reviewed by the PCMA Gulf States Chapter Nominating Committee at the end of September in order for a recommended slate of board members to be distributed to all chapter members. Candidates may be asked to participate in phone interviews with members of the nominating committee to determine suitability for the position.

**Criteria & Guidelines for Selection of Board Members**

1. Each nominee must be a member in good standing of PCMA and PCMA Gulf States Chapter.
2. Each elected board member must commit to attending/participating in scheduled board meetings including one teleconference per month and two half-day summit meetings plus programs offered by the chapter.
3. Each board member must freely support the goals of the chapter, giving of their time and talents with a positive attitude.
4. Each board member must support Gulf States programming to the best of their ability in terms of personal attendance and support that may include word of mouth, email and social media support.
5. Each board member must adhere to the PCMA Principles of Professional Conduct.

The nominating committee will use the following guidelines in determining the slate:

1. Current and prior participation in PCMA Gulf States Chapter events and activities
2. Responses to board application questions
3. Professional references, as provided during the board application process.
4. Prior volunteer leadership experience and committee participation.



**PCMA Gulf States 2018 Board of Directors Recommendation**

**Recommendations due September 1, 2017**

Email the following information directly to

Dana Freker Doody, Immediate Past President and Nominating Committee Chair

[ddoody@theexpogroup.com](mailto:ddoody@theexpogroup.com)

1.

Your Name and Contact Info

2.

Recommended candidate’s Name, Phone and Email

3. Why do you think this person would be a great candidate for the PCMA Gulf States Board?

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**PCMA Gulf States 2018 Board of Directors Application**

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Dana Freker Doody, Immediate Past President and Nominating Committee Chair

[ddoody@theexpogroup.com](mailto:ddoody@theexpogroup.com)

1. Personal Information

First Name Last Name Credentials (if any)

Job Title & Company

Phone preferred & Email

Year joined PCMA & Current Membership Category

2. Which Board or Officer position are you applying for? (choose only one)

* Director at Large
* President-Elect
* Treasurer
* Secretary

4. How many chapter events have you attended in the past two years?

5. What skills and/or connections would you bring to the table to benefit the PCMA Gulf States Chapter?

6. If elected to the board or executive officer committee, what is the one thing you want to accomplish or change for our chapter in 2018?

7. Why do you want to be on the PCMA Gulf States Board of Directors?

8. Have you ever served on a volunteer committee or board of directors before? If yes, list organization, dates of service, and position(s) held.

9. How does your employer support your professional development/volunteering activities?

10. Please provide the name, phone number, and email address of at least two people who can speak to your leadership experience and/or volunteer service record.

Reference #1 Name, Phone and Email

Reference #2 Name, Phone and Email

**Complete and email to Dana at** [ddoody@theexpogroup.com](mailto:ddoody@theexpogroup.com)